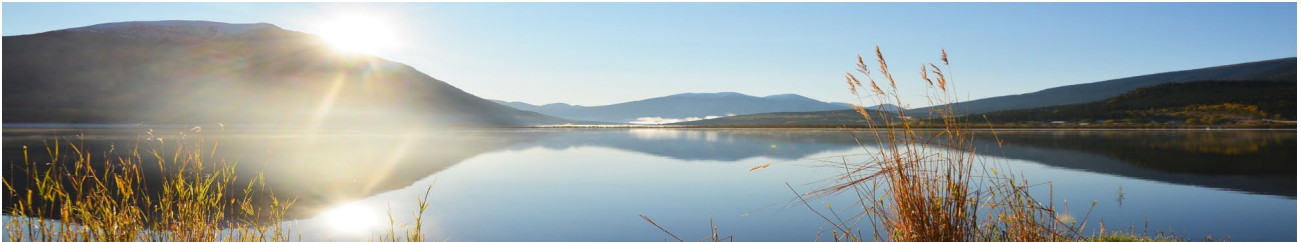




PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



**Job Title:** #23-025 – Records Information Manager  
**Department:** Governance  
**Status:** Permanent Full-time  
**Salary:** \$85,480.16 Level 11: Increment 5  
**Closing Date:** May 30, 2023

## **CARCROSS/TAGISH FIRST NATION MISSION STATEMENT**

The Carcross/Tagish First Nation is mandated to protect the environment, health, education and aboriginal rights of our Citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources and strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

## **JOB SUMMARY**

Under the direction of the Director of Governance, the Records Information Manager is responsible for the control, retention and disposal of C/TFN records. They ensure the effective development and administration of processes and procedures for storage and maintaining of CTFN's information and records in all formats and mediums most commonly appearing in paper and electronic. This position also develops processes for auditing compliance to the standards put in place.

## **DUTIES AND RESPONSIBILITIES**

- The primary responsibility of this position is to ensure compliance with relevant legislation and regulations regarding the creation, storage and retention of both paper and electronic records
- Manages and directs the preservation of the corporate history and valuable information throughout
- Facilitate access to records and information
- Manages the resources of the records management team
- Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.
- Ensure information systems are secure and safe within the system.

**ESSENTIAL QUALIFICATIONS** (Include the month and year you started and ended a job when you list your work experience. This allows us to accurately calculate the length of time you were in the position.)

- College diploma in records and document management program, information management program, archival or library science or minimum of 5 years related experience in the industry as a certified records manager (ICRM).
- Demonstrated experience in using records management or document management software and general information systems

## **DESIRED KNOWLEDGE, SKILLS & SUITABILITY**

- Experience in establishing and scheduling records disposal protocols and procedures
- Good understanding of information management principles, information systems and archives
- Knowledge of electronic imaging, storing, arranging, indexing, classifying records and documents
- Ability to provide leadership, coaching and training to members of the team.
- Effective oral and written communication skills.
- Excellent organizational skills.
- Excellent critical thinking, relationship building and conflict management skills.
- Strong understanding of working with various cultural background

## **CONDITIONS OF EMPLOYMENT**

- Verification of Education
- Criminal Reference Check with Vulnerable Sector

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**We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates.**

**We thank all those who apply and advise that only those selected for further consideration will be contacted.**

### **Please Note:**

- No relocation costs are associated with the position.
- Job descriptions: <..\..\Job Descriptions\Governance\Records Information Manager final.docx>

**PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.  
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to: [humanresources@CTFN.ca](mailto:humanresources@CTFN.ca)